



**CITY OF MORGAN HILL  
RECREATION SERVICES COORDINATOR – AQUATICS  
\$3,960 - \$5,060 per month + excellent benefits**

**ABOUT THE POSITION**

The City of Morgan Hill is seeking an experienced and motivated individual to fill this highly responsible, customer-focused position. This position will assist the Recreation Supervisor in providing programs and activities for the City's Aquatics Center AND Centennial Recreation Center. The Recreation Services Coordinator will plan, organize, and supervise services, programs and activities and will coordinate, and implement community aquatics programs of the Aquatics Center and Centennial Recreation Center pool. The Coordinator will assist in overseeing concessions, ticketing, retail, accounting, party packages, facility cleanliness and some marketing/sponsorships. The person who fills this position will be a flexible, proactive team player.

**ABOUT THE CENTERS**

**Aquatics Center**

The Aquatics Center consists of a 5316 square foot recreation activity pool, which includes a tiered water interactive play structure and a body slide; a 800 square foot spray-ground with interactive play features adjacent to a shaded picnic area; a six-lane instructional pool that is available for swimming lessons and open to the general public and a 50-meter deep-water pool with 1 & 3 meter diving boards that is available to team competition and practice uses, as well as for the use by the general public. The complex also includes a concession stand, lawn and deck area, family changing rooms, lockers, staff offices and event rooms available for on-site parties.

**Centennial Recreation Center**

The Centennial Recreation Center, scheduled to open in September 2006, is a 52,000 indoor facility that will provide programs for seniors, adults and youth with program offerings ranging from fitness classes and recreational swimming to a wide variety of youth and senior activities. The Center includes a casual activities lounge, multi-purpose room, fitness room, gymnasium, exercise room, senior game room, senior social services rooms, youth social lounge and youth game room, and indoor leisure pool, kitchen for nutritional programs, locker rooms and family changing rooms and aerobics room.

## **JOB REQUIREMENTS**

- Equivalent to graduation from high school plus at least two years of college with major course work in aquatics services, public administration or closely related field.
- Minimum of two years of responsible experience in the public swimming pool operations and/or aquatics programs field. Experience working with public sector aquatics programs preferred.
- Possession of a valid California Class C driver's license in compliance with adopted City driving standards. The following certificates are required: Must be willing to obtain or currently have a Red Cross CPR-Pro plus AED\_and First Aid, Water Safety Instructor Certificate, and a Lifeguard Certificate from one of the following (NASCO, Red Cross, or Ellis). A Food Safety Manager Certificate must be obtained within six months of date of hire.
- The following certificates are preferred: Red Cross, Ellis, or NASCO Lifeguard Instructor, Red Cross, Ellis, or NASCO Lifeguard Instructor Trainer, Water Safety Instructor Trainer and Aquatics Fitness Instructor.
- Familiarity with USA Swimming and US Water Polo training and competition processes.
- Must be able to lead and motivate primarily high school and college age employees.

## **BENEFITS**

Depending on your number of dependents the health allowance ranges from \$575 to \$1,041 per month for medical and dental premiums. Other benefits include optional vision insurance, City-paid life, short-term and long-term disability insurance policies and City-paid employee assistance program. The City also offers tuition reimbursement and educational incentive pay, 5% bilingual pay for certified working knowledge of Spanish and American Sign Language, participation in a deferred compensation program, and City-paid PERS 2.5% at 55 retirement plan with the City paying 7% of the employee contribution. Annual vacation ranges from two to four weeks, depending on years of service.

## **APPLICATION PROCESS**

Applicants must submit a completed City application form and resume to be considered for this position. To request a City application form, please call the Job Hotline at (408) 779-7276 or visit our website at <http://www.morgan-hill.ca.gov>. Submit Application Materials to: City of Morgan Hill, Human Resources, 17555 Peak Ave, Morgan Hill, CA 95037.

**This recruitment is open until filled.**

*Note: Final candidate is required to pass a drug screen and extensive background check, given at the City's expense prior to appointment. Persons appointed to this position are represented by the American Federation of State, County and Municipal Employees Local 101 (AFSCME) and will be required to either join the Union or pay an agency fee in lieu of membership.*

The City of Morgan Hill Supports Workforce Diversity. All Qualified Candidates are encouraged to apply. Please contact Human Resources at (408) 779-7278 if special accommodation will be needed.